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Commonwealth of Massachusetts
Division of Professional Licensure
BOARD OF CERTIFICATION OF HEALTH OFFICERS
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JOHN C. CHAPMAN
UNDERSECRETARY OF
CONSUMER AFFAIRS AND
BUSINESS REGULATION

CHARLES BORSTEL
DIRECTOR, DIVISION OF
PROFESSIONAL LICENSURE

Board Meeting Minutes
1000 Washington St., Boston, MA. 02118
Room 1C
DECEMBER 1, 2015
11:00 a.m.

The following Board members were present:

Michael Feeney, Chair
Kitty Mahoney (*Recused 12:30-12:45*)
Steven Ward
Bruce Murphy
Beverly Hirschhorn

The following Board members were absent:

Bob Bracey
Dr. David Kaplan

The following staff members were present:

Peter Kelly, Executive Director
Sheila York, Board Counsel

- 1) The meeting was called to order at 11:00 am
- 2) The Board reviewed the following meeting minutes:
 - Board Meeting – December 9, 2014

Motion to approve by: K. Mahoney, Seconded by: S. Ward – Unanimously Approved



- 3) Board staff provided an update on the post renewal CEU audit. Audit letters will be mailed out after January 15, 2016. Board staff will prepare all CEU's information received for review at the April Board meeting.

No formal action required

- 4) Mr. Ward and Ms. Hirschhorn provided a review and update on the exam development progress. The two existing exams have been reviewed and redundant questions have been identified for removal. Approximately 30-40% of the existing exam questions will remain including areas of technical public health. New questions have been developed based on national standards. Board staff will confirm with the exam vendor whether the exam is paper or computer based. The Board discussed the development of an exam content outline that could be provided to exam applicants. Each exam question would be aligned to a specific content area.

No formal action required

- 5) Christopher Carroll - DPL Chief of Investigation, provided an update on the Office of Investigations on the services and support it can provide to the Board.

No formal action required

- 6) Sheila York, Board Counsel provided an update on Executive Order # 562 which will include the Board's previously drafted regulation changes. The Board discussed revising the Continuing Education requirements in 241 CMR 4.00. A motion was made to require that 6 of the 12 CEUs be required specifically in administration and management. Effective date will need to be for an upcoming calendar year determined by the time of actual promulgation.

Motion by: S. Ward, Seconded by: K. Mahoney – Unanimously Approved

Board Counsel reviewed the Board's Delegation of Authority language to allow DPL staff to take certain actions in between Board meetings.

A motion was made to approve the Delegation as presented allowing staff to sign OTSCs, Consent Agreements and Final Decisions.

Motion to approve by: S. Ward, Seconded by: K. Mahoney - Unanimously Approved

A motion was made to approve the Delegation as presented allowing staff to sign Summary Suspension orders where Chair has approved such an order because the licensee presents an immediate threat to the public safety or welfare.

Motion to approve by: S. Ward, Seconded by: K. Mahoney - Unanimously Approved

A motion was made to approve the Delegation as presented allowing DPL Hearing Officers to hold evidentiary hearings and issue tentative decisions that will be reviewed by Board.

Motion to approve by: S. Ward, Seconded by: K. Mahoney - Unanimously Approved

A motion was made to approve the Delegation as presented allowing DPL staff to impose standard sanctions specified by the Board for license revocations, the highest fines allowed for unlicensed practice and failure to respond to an Order to Show Cause.

Motion to approve by: S. Ward, Seconded by: K. Mahoney - Unanimously Approved

- 7) The Board discussed the nomination and election of officers for 2016.

A motion was made to nominate Mike Feeney as Chairman.

Motion to approve by: S. Ward, Seconded by: B. Hirschhorn - Unanimously Approved

A motion was made to nominate Bob Bracey as Vice Chairman.

Motion to approve by: S. Ward, Seconded by: B. Hirschhorn - Unanimously Approved

A motion was made to nominate Kitty Mahoney as Secretary.

Motion to approve by: S. Ward, Seconded by: B. Hirschhorn - Unanimously Approved

- 8) The Board reviewed Jason Dodd's application (*K. Mahoney recused*) and determined that it did not include the 45 semester hours credit in public health, biologic, environmental, sanitary, or related sciences. Board staff will notify applicant of the 13 credit hours that are eligible towards licensure.

Meeting adjourned at 12:45 pm

Respectfully submitted by:

Peter Kelly – Executive Director

Referenced Documents:

Meeting Agenda (12/4/15)

Draft Meeting Minutes (12/9/14)

Draft Delegation of Authority language

J. Dodd Exam Application - redacted